

# POSITION ANNOUNCEMENTS

## **CHITIMACHA CHILD DEVELOPMENT CENTER – COOK**

**Deadline: November 18, 2010**

### **EXTENDED DEADLINE**

This position performs a variety of tasks associated with the planning of menus, ordering and preparation of food, area set-up, clean-up and sanitization of kitchen areas.

**QUALIFICATIONS:** A high school diploma or GED AND two (2) years cooking, cooking assistance, food preparation, relevant food services or closely related experience. Must possess at time of employment or obtain within six (6) months of employment Food Protection Manager Certification and maintain thereafter.

## **TRADING POST MANAGER**

**Deadline: November 16, 2010**

This position plans and directs the day-to-day operations of a retail store. Also oversees and manages assigned staff and personnel. Formulates pricing policies on merchandise according to requirements for profitability of the store operations

**QUALIFICATIONS:** A Bachelor's degree in Business Administration, Business Management, Accounting, Marketing or closely related field OR ten (10) years of experience as a retail manager which includes three (3) years of management and/or supervision. Knowledge and understanding of retail store management. Knowledge of the principles of bookkeeping and/or accounting.

## **CHITIMACHA HEALTH CLINIC DOCTOR**

**Deadline: November 30, 2010**

The Chitimacha Health Clinic is a community-based clinic that examines patients of all ages, obtains medical histories, diagnoses illnesses, interprets diagnostic tests, prescribes and administers treatment and treatment plans for people suffering from a wide array of diseases, injury, or ailments. Provides counseling to patients on various areas, to include diet, and preventive healthcare measures.

**QUALIFICATIONS:** Must be Board-certified and residency-trained family medicine practitioner with ability to provide documentation of same. Knowledge of the Indian Health Service's standards of care is beneficial, but not required.

- ✓ **PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.**
- ✓ **SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING.**
- ✓ **A BACKGROUND INVESTIGATION WILL BE REQUIRED.**

**To Apply:** View our website [www.chitimacha.gov](http://www.chitimacha.gov), or visit the Human Resources Department at 105 Houma Drive, Charenton, LA.

**Applications are accepted:** Monday – Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

# ***POSITION ANNOUNCEMENT***

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## ***SUBSTITUTE WORKERS NEEDED***

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***Yaamahana / Child Care Development Center are currently seeking substitute workers to assist in providing care to infants through 4-year olds.***

### **RESPONSIBILITIES:**

***Responsible for maintaining a warm and nurturing environment that meets the needs of each child. Assists in carrying out a developmentally appropriate curriculum. Maintains positive relationships with parents.***

### **QUALIFICATIONS:**

***High school diploma, or equivalent. Must be 18 years or older. Enjoys working with children.***

- \* MUST HAVE A PRE-EMPLOYMENT PHYSICAL EXAMINATION.***
- \* PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.***
- \* A BACKGROUND INVESTIGATION WILL BE REQUIRED.***
- \* SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING.***



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